

# PRAESTA

## Managing Your Time And Energy When Working From Home

**Hybrid working provides valuable opportunities to flex to the other time demands in your life – and can require very deliberate decisions about how best to maintain your effectiveness.**

### **Questions to ask yourself when working remotely might include:**

- What sequencing of the day is working best for me? Can I be more deliberate in planning my day so I that I concentrate on where I can add most value and use the times of day when I am at my most productive to tackle difficult things?
- What breaks can I ensure take place in my day and what boundaries can I set around my work commitments? What physical movement can I ensure happens to break up my day?
- What conversations can happen just as well by phone as by video link so that we can move around as we talk, especially with individuals I know well?
- Is there a case to spend more deliberate one to one time with individuals, especially new joiners, since we are not having the incidental conversations we would have in an office?
- When I am participating in virtual discussions how can I structure my contribution and the visual clues I give, so other participants feel listened to and are committed to the conclusions?

### **And at a personal level**

- What is the balance I need to strike between work and personal responsibilities and what contracting do I need to do with colleagues and family members?
- How best do I look after myself emotionally when I am holding my own anxieties as well as those of my family and my teams?
- How best do I acknowledge the differing emotional pressures on colleagues and ensure that we are able to progress the work we need to do together?
- What shifts am I making in the way I communicate that I will want to build into my work approaches over the longer term?
- What is the shadow I am casting over others at this time and how might I be deliberate in the tone I set and the expectations I convey? When am I able to laugh at myself and enable others to smile?